



# MONTEGO BAY CIVIC ASSOCIATION, Inc.

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## DUTIES OF COMMITTEES

### Standing Committees

**ADVISORY and STRATEGIC PLANNING:** Tasked with formulating a five-year strategic budget plan in support of establishing a Reserve Fund replacement budget. Make recommendations to the Board of Directors to establish Reserve Fund priorities. Receive Reserve Fund priorities by referendum.

**ARCHITECTURAL REVIEW:** Monitor construction to ensure Montego Bay architectural requirements are being met. Conduct a review of the community at least once a quarter for compliance with the architectural standards of the community and the Covenants Article of the Bylaws and draft non-compliance citations for review by the Secretary and signature of the President to notify Owners to correct any deficiencies or violations.

**BUDGET and FINANCE:** Review financial statements on a quarterly basis, reconcile expenditures with authorized budget amounts and verified by invoices, advise the Board and Treasurer on whether unplanned expenses can be funded. Prepare a proposed annual budget and submit formal budget proposal for Board and Officer consideration. Arrange for audits of the MBCA financial records, review of internal control procedures, and documentation of the assets of the Association. Review draft of the annual income tax return and present to the Board and Officers the income tax return for review/approval and signature of the President. Annually review the insurance policies of the Association and recommend to the Board renewal or adjustments.

**BYLAWS and DECLARATIONS:** Ensure the written Bylaws and Declaration documents are maintained, up-to-date, and compliant with Federal and State requirements. Ensure Bylaws and Declarations reflect changes approved by the General Members and changes voted on by the Board of Directors. Changes to the Bylaws and Declarations that have been approved by the General Membership may only be changed by vote of the General Membership. Changes to the Bylaws by the Board of Directors may be overturned by a vote of the General Membership.

**COMMUNICATIONS:** Design, draft, and format copy for Association newsletters and website.

**PARKS and POND:** Oversee the common areas of the community and the pond. Also oversee the city-owned property within the community to ensure it is maintained consistent with the rest of the community and notify the city of any violations.

**PERMIT PROCESSING:** Review all Ocean City building permits and exterior site plans for construction in Montego Bay for the purpose of ensuring the project is compliant with any additional MBCA requirements. Ensure permit review and approval form is signed by the Chairman of the Permit Processing Committee (or delegated in writing to another committee member) and the President (or delegated in writing to another officer).

**POOLS and RECREATION:** Oversee the amenities of the pools, tennis courts, miniature golf, and shuffleboards are maintained and operated in a safe and legally compliant manner.

### Special Committees

**EXECUTIVE COMMITTEE:** The Executive Committee shall have the power to act in the place of the Board of Directors when immediate action is required and the matter is truly of an emergency nature.

**NOMINATING:** The Nominating Committee shall have the responsibility for the proper procedures for obtaining nominations for directors and officers.

**TELLER:** The Teller Committee shall have the responsibility for the conduct of the election.

### Other Committees

**CITY HALL:** Attend all meetings that have an impact on the Association and attend any meeting that the President thinks is necessary and report back to the Board.

**NEIGHBORHOOD WATCH:** Set all meetings for the Neighborhood Watch, make up schedule for people to ride on weekends and the month of June, recruit volunteers for Neighborhood Watch, and attend all meetings at police headquarters regarding Neighborhood Watch information.